

Jefferson County Commission FY23 Budget Process Calendar

- **November:** Finance Director to compile estimate of revenues
- **December 1, 2021:** More accurate property valuations are available. Finance Director to adjust projected revenues
- **December 16, 2021:** Budget Charge from Commissioners
- **Mid December 2021:** Preliminary health insurance renewal rates available
- **Last week of December 2021:** Budget reports distributed to departments (per auditor's office should be done no later than the 1st week of February)
- **January 20, 2022:** Department Heads to return budgets to Finance Director (per regulation must be done by March 2nd)
- **January 24, 2022:** Elected Officials to return budgets to Finance Director (per regulation must be done by March 2nd)
- **January 31, 2022:** Budget Binders distributed to Commissioners
- **February 8, 2022:** Tuesday evening Budget 101 (7PM)
- **February 7 – 11:** Need to schedule two to three full days of individual department budget presentations to the Commissioners
- **March 2, 2022:** Assessor to certify value of real and personal property (per regulation must be done by March 3rd)
- **Mid March 2022:** Final health insurance renewal rates obtained
- **March 17, 2022:** Currently, this is an evening regular session. Commissioners adopt budget (per regulation must be done by March 29th) or **Special Session on Tuesday, March 22, 2022.**
- **March 24, 2022:** Budget must be published by March 28th each year in the local paper of record.
- **April –May 2022:** Health insurance renewal rates/options presented to Commissioners
- **April 19, 2022:** Commissioners reconvene and consider any objections, and proceeds with the laying of property tax levy rates (per regulation must be done on April 19th, the 3rd Tuesday of April) – Normally a 9:30am meeting.
- **April 22, 2022:** Finance Director to forward the levy order to the State Auditor's Office (per regulation must be done within 3 days of the 3rd Tuesday in April)